MINUTES OF THE
COUNCIL ON TECHNOLOGY SERVICES MEETING
Thursday, February 17, 2000

Council Attendees:

Secretary Upson, Cheryl Clark, Ray Davis, Jan Fatouros, Chip German, Patti Higgins, Joy Hughes, Pat Jackson (for Erv Blythe), Tom Bradshaw (for Pete Kolakowski), David Molchany, Mike O'Neil, Gerry Pacyna, Rick Parks, Jim Peters, Naseem Reza, John Sheldon (for Ken Mittendorff), Jerry Simonoff, David Sullivan, Mike Thomas, Scott Weisinger (for Lan Neugent), Mark Willis (for Paul Timmreck), Bill Wilson, Andy Poarch.

Secretary Upson called to order the first electronic meeting of the COTS under the Virginia Electronic Meeting Law. The meeting was held at DIT in Richmond and connected three additional sites: the Virginia Beach Commonwealth Attorney's Office, George Mason University and the University of Virginia. The meeting was viewed on a quad-split screen with a picture from each location. The camera was voice activated which focused on the person speaking and when there was silence, the camera reverted to a view of the overall meeting room.

Mike Thomas explained this technology is used daily for videoconferencing nationwide for many businesses and organizations. Last year, the General Assembly passed legislation allowing certain public bodies to use this technology without requiring a quorum present in one physical location. At the conclusion of the meeting, feedback from members and companies in attendance will be used to determine the viability of this format. The information will be forwarded to the Governor and the General Assembly to apprise them of the outcome of this format in order to meet the needs of the general public.

Secretary Upson praised COTS members for the progress that has been achieved by the Council since its inception. The full scope of the Council's work has not yet taken hold in state government and especially in the legislative branch. It is imperative the Council empowers the establishment of the Commonwealth's technology environment. In order for this to occur, ownership of several initiatives must take place: Seat Management (SM) -- COTS has the best SM initiative in the United States. The RFP is on the street and businesses are interested and paying attention. COTS needs to take ownership of this contract. Secretary Upson suggested that during the RFP process, he would like to see multi-agency, multi-level government conferences or educational workshops led by COTS members to explain the SM process to agencies. Upon award of the RFP and the announcement of the successful vendor, COTS needs to conduct a workshop with the vendors to showcase the products and services that will be available to move the level of desktop technology to a state-of-the-art platform on a permanent basis.

Enterprise Architecture (EA) -- The workgroup has done excellent work and the next step is to ask "how does EA relate to what's taking place in the digital signatures initiative?" Current trends are utilizing the Internet and the primary business driver identified by COTS is customer-focused service. How can COTS fully explain all this information to the citizens of the Commonwealth? It is critical to integrate all the information in a web interface that is useable by the public.

Secretary Upson stressed the critical nature of ensuring security protocols are common statewide in order to manage security issues. Priority business activities are a much-needed model. This year, COTS should put into place on a monthly basis, a report on agency issues and take the requisite action to meet those issues/needs. Decisions such as these should be filtered through COTS to ensure agency initiatives are met in terms of EA and in terms of duplication of efforts. COTS will become more powerful as it manages technology issues in state government. It is important to ensure the good work of COTS resonates across the Commonwealth.

Linda Harber reported on the Classification and Compensation Workgroup. The group continues to work on the IT classification proposal and the state training proposals. A letter has been drafted by DPT reviewing the options and process for agencies to convert in conjunction with the pending Compensation Reform and will be distributed next month.

Joy Hughes reported that GMU is participating in the pilot and has reached a standstill without additional funding. Ms. Hughes supports Secretary Upson's recommendation that the classification proposal be COTS highest priority for the mid-year budget.

Secretary Upson asked that the Council gather statistics from participating agencies which can be shared with the Governor. COTS needs to develop a marketing strategy to promote this as its top initiative.

Leslie Carter reported on the Telecommunications Workgroup. The Network Equipment Procurement is on the street with a due date of February 29, 2000. The workgroup has identified and prioritized telecommunications procurements for the upcoming year. A "white paper" on telecommunications procurement issues is being prepared and will be presented at either the March or April Council meeting. A Voice over IP and Local Service Committee has been established to develop a statewide strategy for the use of the IP protocol to transmit voice traffic both locally and over long distance. The COVANET contract is still in negotiation and an Intent to Award will be forthcoming.

Secretary Upson asked if the work of the Telecommunications workgroup lends itself to a government-marketing symposium to demonstrate how services can be utilized. Ms. Carter agreed a conference is needed to explain COVANET to all state agencies. The conference could include the COTS initiatives as well as the new contracts for the network procurement. It would allow vendors to explain the services that will be available and how to utilize them.

David Sullivan reported on the State Local Applications and Network Integration Workgroup. The group has drafted an outline for state and local government systems and is working together to address

the issues identified. David Molchany explained that state and local governments need to understand each other and collaborate to deliver information system solutions that enhance both the delivery of service to constituents and the process that is used to deliver service. The workgroup agreed that a common architecture is crucial to fully implement this process.

Jerry Simonoff reported on the Organization Workgroup. The group focused on the EA and the continuing role and organization of the current Organizational Workgroup. EA is a key aspect of the overall issue of governance under the Secretary of Technology setup and merits the establishment of a separate, dedicated EA workgroup to guide the development and implementation of the Commonwealth EA initiative. By separating the group, it would allow the Organizational Workgroup to proceed with work on other "organizational" topics such as IT/CIO governance, IT program management and oversight, project management, a CIO/AIO development program, and IT policy guidance, development and review.

Dan Ziomek reviewed the outcome of the January EA workshop and the final versions of the business drivers and technology trends. It was a successful workshop and resulted in 25 trends that were validated with 13 receiving the most emphasis. The high priority trends overall goal is making electronic government in the Commonwealth a reality. Enterprise Business Strategies identified 14 high priority strategies that will have the most impact across the enterprise and they coincide with the technology trends that were identified.

Jan Fatouros reported on the IT Procurement Workgroup. The group's focus has been assisting and advising DPS on the e-procurement initiative. The group is reviewing the Agency Procurement Policy Manual and making recommendations to streamline those activities. Jan referred to two websites of interest: Massachusetts' results of their e-procurement pilot can be found at http://email.isa.us/eval.htm. In addition, the Gartner Group has released several white papers on UCITA on licensing issues and other future concerns.

Mike O'Neil reported that the Privacy, Security and Access Workgroup discussed a draft DPT policy on the "Use of the Internet and Electronic Communication Systems." Mike asked that members review the draft and submit their comments to the workgroup. The main focus of the workgroup is support of the implementation of Executive Order 51 and helping DTP and DIT with review of the existing privacy and security policies.

Mike Thomas reported that a number of bills were introduced during the General Assembly which relate to privacy of data and some were extremely restrictive. While the wording of the legislation goes too far, the bills are well intended and point to the importance of these kinds of security efforts.

Cheryl Clark, who chairs the Digital Signature Initiative (DSI) Workgroup, reminded the Council of the products of the first wave deployment efforts of the workgroup. One item was added: a PKI/Design Education event, which will be open to agencies, institutions and localities. It will be offered in the fall and possibly in conjunction with the COVITS event. Cheryl provided a summary of DSI workgroup

demonstration projects and it lists 11 primary organizations involved and the activities that are underway to establish the operational pilots for each.

Cheryl stressed several highlights of the workgroup's efforts: the key task is the development of a proposed enterprise PKI governance structure and the policies and administrative practices which support it; Secretary Upson has designated support staff out of the CDCI Office to the DSI Initiative; there is an upcoming Education Day on March 15 at UVA and the target audience is the business and technical teams from each of the pilot demonstration organizations; and a DSI website is under construction and will include a calendar, reports and documentation, membership, links to new projects and news.

If there are other companies that are not connected to the DSI workgroup and wish to participate, they should contact Cheryl Clark or Jan Fatouros.

Secretary Upson is working with Mike Thomas, Jerry Simonoff and Bette Dillehay in making changes to the Secretary of Technology organization. The changes will ensure DTP is perceived and recognized as the policy instrument that's implementing the progress of the workgroups. Secretary Upson was adamant in his remarks about empowering the Council in both state, local and federal government sectors.

Secretary Upson raised the issue of limited liability and the problem it has created in preventing larger technology companies such as Cisco and IBM from bidding on the state's contracts. Companies are not bidding because they are susceptible to unlimited liability. Secretary Upson believes the inclusion of this language is impractical and serves no purpose in the state. He would like COTS to pursue a reasonable standard and do so by hosting a conference/symposium where government, industry and legal experts can meet to discuss the issue and develop a standard. He also suggested the Attorney General's Office be included in the discussions.

The business portion of the Council's meeting was adjourned.